Annual IEP Review Checklist

\_\_\_\_Contact parents to schedule a meeting to complete the annual IEP review.

\_\_\_\_Confirm date/time with District Administrator, SPED Director, Regular Education Teacher(s), ECSE Teacher and other service providers (PT, OT, 0 – 3 Coordinator) who should be invited to the meeting.

\_\_\_\_Send to parents: **Prior Written Notice for Meeting. Parent Report Form for IEP** is optional.

\_\_\_\_Obtain **Teacher Input**.

\_\_\_\_Develop **IEP.**

\_\_\_\_Hold IEP meeting by the date of the last annual review. You must make at least 2 attempts to have the parents at the meeting. If the parents do not attend the meeting as initially scheduled, reschedule it at least 5 school days later and resend a **Prior Written Notice for Meeting** with the new meeting date indicated. If they are not in attendance at the second meeting, schedule a third meeting, send a third **Prior Written Notice for Meeting** form and document that the meeting WILL BE HELD on this date. Document all attempts to contact parents on bottom of the **Prior Written Notice** forms

\_\_\_\_ Give parents a copy of the **SPED survey** to complete.

\_\_\_\_If a **Medicaid Consent** form was not completed at the beginning of the school year, ask parents to complete one at the IEP meeting.

\_\_\_\_Send a copy of the **signed IEP** home with parents after the meeting.

\_\_\_\_Complete a **SIMS Data Sheet** and submit to appropriate district personnel (SPED Director, Secretary, etc.).

\_\_\_\_Place original **Prior Written Notice for Meeting** & **signed IEP** in the district SPED office files.